

APPENDIX C

ATTORNEY STUDENT LOAN REPAYMENT PROGRAM – FY 2005

GUIDELINES FOR REQUESTING CONSIDERATION (New Requesters)

Attorneys requesting approval of ASLRP incentive payments must submit a written justification along with the Request for Consideration, and other appropriate documentation (e.g., proof of qualifying student loans, signed service agreement) through their component to the Program Administration Panel for action.

The Request for Consideration form is form-fillable and accessible at www.usdoj.gov/oarm under the “Attorney Student Loan Repayment” link. Alternatively, attorneys can print out the Request forms and type in their responses. Handwritten responses are not acceptable, but if you need an accommodation, please contact OARM, Attention: Deana Willis for assistance.

The justification portion of the request has specific areas that must be addressed. Detailed guidance is provided in the Request for Consideration form. Attorneys must also articulate relevant factors of recruitment or retention difficulty that apply to their situation. Appendix B lists common factors of recruitment or retention difficulty – you may use any of those factors that are appropriate to your situation, but also may also rely on other relevant factors not listed.

All justifications must include at least one of the following:

- The basis for a determination of high or unique qualifications, or
- The special need of the Department for the attorney's services.

Further, if the attorney is already on duty with the Department (i.e., is requesting ASLRP as a retention incentive as opposed to a recruitment incentive), the justification also must include a written description of the extent to which the attorney's departure would affect the Department's ability to carry out an activity or perform a function that is deemed essential to its mission.

The submission deadlines to your component are listed under “Key Dates.”